



**APPLICATION CONTRACT FOR CHILD SUPPORT ENFORCEMENT  
SERVICES - NONCUSTODIAL PARENT**  
ND DEPARTMENT OF HUMAN SERVICES  
SFN 1761 (Rev. 02-98)

|                          |          |      |                 |
|--------------------------|----------|------|-----------------|
| I. Name:                 |          | SSN: | Date of Birth:  |
| Address:                 |          |      | Home Telephone: |
| Employer:                | Address: |      | Work Telephone: |
| Custodial Parent's Name: |          | SSN: | Date of Birth:  |
| Address:                 |          |      | Home Telephone: |

| NAME OF CHILD(REN) | ADDRESS | SEX<br>(M or F) | SSN | BIRTH DATE |
|--------------------|---------|-----------------|-----|------------|
|                    |         |                 |     |            |
|                    |         |                 |     |            |
|                    |         |                 |     |            |
|                    |         |                 |     |            |

This application contract is made and entered into this \_\_\_\_\_ day or \_\_\_\_\_, 19 \_\_\_\_ by  
and between the Regional Child Support Enforcement Unit, hereinafter referred to as RCSEU and \_\_\_\_\_  
hereinafter referred to as noncustodial parent.

**II. Provision of Paternity Services**

- a. The RCSEU will take actions necessary to establish or disprove paternity. These actions may include:
1. Interviewing noncustodial parent and child(ren)'s mother.
  2. Genetic testing of noncustodial parent, child(ren)'s mother and child(ren).
  3. Establishing a court order for paternity and child support, as well as enforcing the child support order.

**III. Provision of Review and Adjustment Services**

- a. The RCSEU is authorized to undertake a review of the noncustodial parent's child support obligation according to NDCC Sections 14-09-08.4 through 14-09-08.9.
- b. The noncustodial parent hereby agrees to provide the RCSEU with all information necessary to conduct a review of his/her child support obligation.
- c. The noncustodial parent understands that the review may result in a finding that his/her support obligation should be increased as well as the possibility that the child support obligation should be decreased.
- d. The noncustodial parent understands that once a review of the child support obligation has begun, the review will not be stopped unless:
1. a written request from both the noncustodial parent and the other party to stop the review is received by the RCSEU, or
  2. this contract is canceled by a written request from the noncustodial parent to the RCSEU and the other party has not requested continuation of the review by making a separate application for services.
- e. The noncustodial parent understands that if the other party wishes to continue with the review after the noncustodial parent has indicated a desire to discontinue the review, the RCSEU will take whatever steps are necessary to complete the review over the noncustodial parent's objections.
- f. The noncustodial parent understands that should a review be terminated once commenced, the RCSEU reserves the right to refuse acceptance of another request for review by the noncustodial parent for a time period of 12 months from termination date.
- g. The noncustodial parent understands that the review process not only subjects the child support obligation to review, but also that the availability and affordability of health insurance coverage for the child(ren) will be researched. If appropriate, the judgment or order shall be amended to require such coverage.

|   |   |
|---|---|
| <b>IV.</b>  | <p>Noncustodial parent is applying for the following service(s):</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Paternity Services<br/> <input type="checkbox"/> Review and Adjustment Services         </div> <p>Upon approval of this application contract, <b>all child support services will be provided.</b> These activities may include:</p> <ol style="list-style-type: none"> <li>Establishment of paternity</li> <li>Establishment of court ordered child and medical support obligations</li> <li>Enforcement of court ordered child support collections and medical support</li> </ol> <p>Even after paternity or review and adjustment services have been provided, all services will continue until this application contract is canceled by written request from the noncustodial parent, to the RCSEU.</p> |
| <p><b>COSTS FOR SERVICE(S):</b></p> <ol style="list-style-type: none"> <li>General Application: fee of \$1, which is paid out of state funds.</li> <li>Paternity: if genetic tests are done and noncustodial parent is determined to be the father, the noncustodial parent will be responsible for the costs of all genetic tests. If genetic tests are done and noncustodial parent is determined not to be the father, the noncustodial parent will only be responsible for the cost of his own genetic test.</li> <li>Review and adjustment: there are no service costs for review and adjustment services.</li> </ol>  |   |
| <p><b>USE AND DISCLOSURE OF INFORMATION:</b></p> <ol style="list-style-type: none"> <li>Information provided by the noncustodial parent to the North Dakota Child Support Enforcement Agency (hereinafter referred to as CSEA) or RCSEU may be disclosed to, and used by, public officials who require such information in connection with their official duties.</li> <li>Information provided by the noncustodial parent to CSEA or RCSEU will be used for purposes directly connected with the administration of CSEA or RCSEU. This may include the use and disclosure of social security numbers of the noncustodial parent and child(ren).</li> <li>CSEA and RCSEU will follow all Federal and State confidentiality requirements, in regard to safeguarding of information.</li> </ol> |   |
| <p>The noncustodial parent's case may be closed if the noncustodial parent fails to cooperate with the RCSEU in providing child support activities and services.</p>  |   |
| <p>This application contract for IV-D services may be canceled by written request from the noncustodial parent, to the RCSEU.</p>   |   |
| <p>The RCSEU Attorney does not represent the noncustodial parent or the custodial parent in any action taken by the RCSEU. Therefore, the RCSEU Attorney is not the private attorney of either party. There is no creation of an attorney-client relationship between either party and the RCSEU Attorney. The RCSEU Attorney represents the best interests of the people of North Dakota according to Sections 14-09-09.26 and 14-09-09.27 of the North Dakota Century Code.</p>   |   |
| <p>The Department of Human Services makes available all services and assistance without regard to race, color, religion, national origin, age, sex, political beliefs, disability or status with respect to marriage or public assistance. The Department of Human Services makes its programs accessible to persons with disabilities. Persons needing accommodation or who have questions or complaints regarding the provision of services should contact their local Child Support Enforcement Unit or the State Child Support Enforcement Agency at (701) 328-3582 or toll free in ND: 1-800-755-8530; TDD: 1-800-366-6888.</p>  |   |
| <div style="border: 1px solid black; width: 100%; height: 100%;"></div>   |   |

**DISTRIBUTION:**    **Original** - RCSEU  
                               **Canary** - Clerk of District Court  
                               **Pink** - Noncustodial Parent (Applicant)  
                               **Goldenrod** - CSEA

**FOR OFFICE USE ONLY**

**DATE APPLICATION REQUESTED**

|    |    |    |
|----|----|----|
| MO | DY | YR |
|----|----|----|

**DATE**

|    |    |    |
|----|----|----|
| MO | DY | YR |
|----|----|----|

**DATE APPLICATION PROVIDED**

|    |    |    |
|----|----|----|
| MO | DY | YR |
|----|----|----|

**NON-AFDC CASE NUMBER**



**CHILD SUPPORT INFORMATION**  
NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
CHILD SUPPORT ENFORCEMENT  
SFN 74 (04-2005)

Disclosure of the social security number is required pursuant to 42 USC 654a(e)(3) and(e)(4)(D) and is requested for the purpose of inclusion in the state case registry. Failure to disclose this information will affect participation in this program.

Please complete this form to the very best of your ability. The information on this form will help the Child Support Enforcement program provide services now and in the future. Some of the information you will likely know and other information you may need to research. For the information you need to research, some useful documents to consider include tax returns, identification cards, driver's license, bills, bank records, pay stubs, marriage licenses, and birth certificates.

**A. INFORMATION ABOUT THE CUSTODIAL PARENT OR OTHER CARETAKER OF CHILDREN**

|   |   |                        |                            |
|---|---|------------------------|----------------------------|
| Full Name (First, Middle, Maiden, Last, and Suffix) | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female | Social Security Number | Date of Birth (MM/DD/YYYY) |
| Home Address  | Home Telephone Number   |                        | Cell Phone Number          |
| City  | State   | Zip Code               | Work Telephone Number      |
| E-mail Address                                      |   |                        |                            |

**B. INFORMATION ABOUT THE NONCUSTODIAL PARENT (You must complete a separate form for each noncustodial parent)**

|   |  |   |   |   |       |
|---|--|---|---|---|-------|
| Full Name (First, Middle, Maiden, Last, and Suffix)   |  | Nickname or Alias   |   | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female |       |
| Social Security Number  | US Citizen<br><input type="checkbox"/> Yes <input type="checkbox"/> No | If No, Citizen of What Country  |   |   |       |
| Date of Birth (MM/DD/YYYY)  | Approximate Date of Birth (if birthdate unknown)                       | Place of Birth (City and State or Country)  |   |   |       |
| Is Noncustodial Parent Deceased?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-Date of Death (MM/DD/YYYY):                                    |  |   |   | Place of Death (State):   |       |
|   |  |   |   | If deceased, skip to Section C.   |       |
| Height  | Weight   | Race (Check all that apply) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> White<br><input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Black  |   |   |       |
| Hair Color (Check only one) <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Red/Auburn <input type="checkbox"/> Bald |  | Eye Color (Check only one) <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Hazel<br><input type="checkbox"/> Blonde <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Black  |   |   |       |
| List Other Distinguishing Features, (ie, tatoos or scars)   |  | Does Noncustodial Parent Have Any Other Children?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-Full Names of Children:   |   |   |       |
| Home Address  |  |   | Home Telephone Number   |   |       |
| City  |  | State   | Zip Code  | Cellular Telephone Number   |       |
| Mailing Address (City, State, and Zip Code) (if different from home address)  |  |   |   |   |       |
| Previous Address if Current Address Unknown (Street, City, State, Zip)  |  |   |   |   |       |
| Name of Employer  |  |   | City  |   | State |
| Name of Previous Employer   |  |   | City  |   | State |
| Usual Occupation  |  |   |   |   |       |
| Currently in the Military<br><input type="checkbox"/> No <input type="checkbox"/> Yes-Branch of Service:  |  |   | Previously in the Military<br><input type="checkbox"/> No <input type="checkbox"/> Yes-Branch of Service:                 |   |       |
| Noncustodial Parent Receives:<br>(Check all that apply)   |  | <input type="checkbox"/> SSI <input type="checkbox"/> Public Assistance, State: _____<br><input type="checkbox"/> Social Security Disability <input type="checkbox"/> Workers Compensation, State: _____<br><input type="checkbox"/> Unemployment Compensation, State: _____  |   |   |       |
| Noncustodial Parent's Mother's Name (First, Middle, Maiden, Last)   |  |   | Noncustodial Parent's Father's Name (First, Middle, Last, Suffix)   |   |       |
| Items Noncustodial Parent Owns<br>(Check all that apply)  |  | <input type="checkbox"/> Car <input type="checkbox"/> Motorcycle <input type="checkbox"/> House <input type="checkbox"/> Business <input type="checkbox"/> Stocks <input type="checkbox"/> Mobile Home<br><input type="checkbox"/> Truck <input type="checkbox"/> Boat <input type="checkbox"/> Land <input type="checkbox"/> Savings Account <input type="checkbox"/> Checking Account |   |   |       |
| List Any Other Investments, Resources, or Property  |  |   | Does Noncustodial Parent Have a Driver's License?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-What State? |   |       |
| Is Noncustodial Parent in Prison?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-Where?  |  | Has Noncustodial Parent Been in Prison in the Past?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-When and Where?   |   |   |       |

**C. INFORMATION ABOUT THE CHILDREN OF THE NONCUSTODIAL PARENT LISTED IN SECTION B**

Case Number (Agency Use Only)

|  |  |                            |                                 |
|--|--|----------------------------|---------------------------------|
| 1. Full Name (First, Middle, Last, and Suffix)   |  |                            |                                 |
| Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female  | Social Security Number                 | Date of Birth (MM/DD/YYYY) | Place of Birth (City and State) |
| 2. Full Name (First, Middle, Last, and Suffix)   |  |                            |                                 |
| Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female  | Social Security Number                 | Date of Birth (MM/DD/YYYY) | Place of Birth (City and State) |
| 3. Full Name (First, Middle, Last, and Suffix)   |  |                            |                                 |
| Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female  | Social Security Number                 | Date of Birth (MM/DD/YYYY) | Place of Birth (City and State) |
| 4. Full Name (First, Middle, Last, and Suffix)   |  |                            |                                 |
| Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female  | Social Security Number                 | Date of Birth (MM/DD/YYYY) | Place of Birth (City and State) |
| If more than 4 children, please attach a separate sheet providing the above information.   |  |                            |                                 |
| Is there an order for Noncustodial Parent to provide support for any of the children listed above?<br><input type="checkbox"/> No - Skip next 2 lines <input type="checkbox"/> Yes-Continue with questions below:        |  |                            |                                 |
| Amount<br>\$ _____ per   |  | For Which Children?        |                                 |
| Date Last Received (MM/YYYY)   | State/County, or Tribal Court Involved | Case Number                | Year of Court Order             |
| Has paternity been established for the children by signing a Voluntary Acknowledgment of Paternity?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-For Which Children? _____ Which State? _____ When? _____ |  |                            |                                 |
| Were the children born while the parents were married or within 9 months of divorce?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-Skip to Section D.  |  |                            |                                 |
| Has paternity been established for the children by a court order?<br><input type="checkbox"/> No - Skip to Section D. <input type="checkbox"/> Yes-Continue with the following question: For Which Children?             |  |                            |                                 |
| State and County of Court Involved   |  | Case Number                | Year of Court Order             |

**D. IF YOU ARE THE PARENT, COMPLETE THIS SECTION (if you are NOT the parent of the children, skip to Section E).**

|   |  |  |
|---|--|--|
| Are you, or were you legally married to the other parent?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-When (month and year) _____             |  | Where (city and state): _____                            |
| Are you legally separated from the other parent?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-When (month and year): _____                     |  | Court where separation was filed (city and state): _____ |
| Are you legally divorced from the other parent?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-When (month and year): _____                      |  | Where (city and state): _____                            |
| Is there any legal action pending against the Noncustodial Parent, for example, a divorce action?<br><input type="checkbox"/> No <input type="checkbox"/> Yes |  |  |
| Did you ever live with the other parent?<br><input type="checkbox"/> No <input type="checkbox"/> Yes-Provide Address: _____                                   |  | Date:<br>From: _____ To: _____                           |

**E. IF YOU ARE NOT THE PARENT, COMPLETE THIS SECTION (otherwise, skip to Section F)**

|  |  |   |                     |
|--|--|---|---------------------|
| Were the parents married?<br><input type="checkbox"/> No <input type="checkbox"/> Yes  |  | Are the parents divorced?<br><input type="checkbox"/> No <input type="checkbox"/> Yes |                     |
| How are you related to the children?<br>_____  |  |   |                     |
| Do you have legal custody of the children?<br><input type="checkbox"/> No-Skip to Section F. <input type="checkbox"/> Yes-Complete this section. |  |   |                     |
| State and County of Court Involved   |  | Case Number   | Year of Court Order |

**F. STATEMENT AND SIGNATURE**

|  |            |
|--|------------|
| I understand the information given above may be investigated and I certify that this information is true and complete to the best of my knowledge. |            |
| Signature _____  | Date _____ |

## **ACKNOWLEDGMENT OF NONREPRESENTATION**

I, a recipient of child support services, have read and I understand the following;

1. The State of North Dakota has a lawyer to assist in securing child support, but this lawyer is not my lawyer.
2. I have the right to hire my own lawyer, at my expense, if I want.
3. The child support officials and the state's lawyer may work in my case to locate an absent parent, to establish paternity, to secure repayment of governmental benefits paid (such as AFDC and Medicaid), establish medical support, enforce medical support, establish child support payments, modify an order for support, or enforce an order for support. The state has an interest in doing all of these things. The state's lawyer will represent the state's interest. The state's interest and my interest may not always be the same.
4. The state's lawyer will not be able to help me with other matters such as child custody, visitation, tax deductions, and property settlements, even though these things may seem connected to child support. If I want a lawyer to help me with those other matters, I must get my own lawyer.
5. I must cooperate with the child support officials and the state's lawyer if I want to receive child support services.
6. When I give information to child support officials or the state's lawyer, that information may be used if the officials or the state's lawyer think it is necessary or appropriate. I will not be able to tell them that the information cannot be used. I will not be able to tell them how to use the information.

The North Dakota laws that deal with paragraphs 1 through 6 above can be found in North Dakota Century Code sections 14-09-09.26 and 14-09-09.27.

By your signature below, you are stating that you have reviewed and understand this Acknowledgment of Nonrepresentation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

**STATE OF NORTH DAKOTA  
DEPARTMENT OF HUMAN SERVICES  
CHILD SUPPORT ENFORCEMENT DIVISION  
NON-TANF SUPPORT ENFORCEMENT SERVICES AND RESPONSIBILITIES**

The Child Support Enforcement Division in cooperation with the Regional Child Support Enforcement Unit (CSE) provides locate, paternity, child support, spousal support, and medical support services. Persons who are recipients or former recipients of Temporary Assistance for Needy Families (TANF) receive these services without a separate application. Persons who have not received TANF may apply for these services; these cases are called "Non-TANF" cases. This Notice describes CSE's services, the responsibilities of the persons receiving the services, the fees, the accounting procedures, and the use and disclosure of information for Non-TANF cases.

**SERVICES - ALL CASES**

1. CSE will determine the methods and strategies used to collect support and fulfill its duties.
2. CSE will make reasonable efforts, consistent with its priorities and procedures, to:
  - a. Locate the noncustodial parent;
  - b. Obtain a judicial order establishing the noncustodial parent's child support obligation according to North Dakota child support guidelines, if no order exists;
  - c. Establish paternity;
  - d. Enforce judicial child support orders;
  - e. Collect ordered spousal support if current child support, based on the same court order, is being collected;
  - f. Collect interest;
  - g. Enforce health insurance coverage if (1) you do not have satisfactory health insurance coverage, (2) the support order includes provisions for health insurance coverage, (3) **and health insurance is available through the noncustodial parent's employer or other group health insurance carrier.** (If there is no court order for support or the current support order has no provision for health insurance, CSE may petition the court to include health insurance coverage. CSE will not collect deductibles, coinsurance amounts, or past due medical costs from the noncustodial parent); and
  - h. Review cases for potential adjustment to the support amount, either upward or downward, using North Dakota child support guidelines. (A review of the support amount may be requested by either parent).
3. CSE will monitor for delinquent child support payments through a delinquency control system and will try to initiate appropriate enforcement action when CSE becomes aware of the delinquency.
4. If the noncustodial parent lives in a state other than North Dakota, CSE may have to refer your case to that state to establish or enforce child support payments. Because of differences in state laws and procedures, out-of-state cases present additional problems and often take more time. CSE will release any information contained in office records to another state or jurisdiction when interstate enforcement action requires the information.
5. In performing services for you, CSE is assisted by attorneys from counties within the state. These attorneys represent the state. They are not your personal attorneys.

**This means that no attorney-client relationship exists between you and the CSE attorney. It also means that in the event of a conflict between your interests and those of the state, the CSE attorney will have to resolve the conflict in favor of the state's interests. Should the CSE attorney become aware of such a conflict of interest, he or she will endeavor to inform you.**

CSE cannot provide all the services that you may receive from a private attorney. For example, CSE cannot provide services to you regarding custody, visitation, or any other issue not directly related to child support.

If you require legal advice, desire specific legal action, or desire routine involvement in deciding the methods to be used in your case, you may want to consider using a private attorney who may be able to provide you with more individualized service.

6. Your case will close under the following conditions:

- I.
  - a. Upon your written request;
  - b. When CSE has been advised that you have applied for services in another state, or
  - c. When locate-only services have been provided.

You may request CSE to reinstate your services if changed circumstances could lead to the establishment of paternity, establishment or enforcement of a support order, or a review and adjustment of the support order or, in accordance with federal regulations found at 45 C.F.R. 303.11.

- II.
  - a. If your child has reached the age of majority, there is no longer a current support order, and arrears are under \$500 or unenforceable under state law;
  - b. If your child has not reached the age of majority but there is no longer a current support order and arrears are under \$500 or unenforceable under state law;
  - c. If CSE has information that you no longer have legal or physical custody of your child or children;
  - d. If CSE has been unable to contact you for more than sixty days despite attempts to do so that include at least one letter sent by first class mail to your last known address;
  - e. If CSE cannot obtain jurisdiction over the noncustodial parent;
  - f. If the noncustodial parent has died and no further action can be taken;
  - g. If paternity cannot be established because the child is 21 years of age or older, or genetic testing or the court has excluded the alleged father;
  - h. If CSE has been unable to locate the noncustodial parent for three years if the noncustodial parent's social security number is known or for one year if the noncustodial parent's social security number is not known;
  - i. If the noncustodial parent has been institutionalized in a psychiatric facility or is incarcerated with no chance of parole and cannot reasonably be anticipated to pay support for the time remaining until the child or children reach the age of majority;
  - j. If the noncustodial parent has a medically verified total and permanent disability with no evidence of support potential;
  - k. If the noncustodial parent is a citizen of and lives in a foreign country, does not work for the United States government or for a company with offices in the United States, has no reachable domestic income or assets, and CSE does not have reciprocity with the foreign country;
  - l. If CSE has documented evidence that you have not cooperated and your cooperation is essential for the next enforcement step.  
Failure to cooperate includes:
    - (1) Failure to appear at a CSE office or at another location designated by CSE to provide information, testimony, or evidence for the purpose of legal proceedings; or
    - (2) Failure to report to CSE any child support payments that are made directly to you; or
    - (3) Failure to repay to CSE any child support collections you receive that you are not entitled to keep.

CSE will not terminate services for any of these reasons if you contact CSE, **within 60 days** after issuance of a written notice of termination, and provide information that could lead to the location of the noncustodial parent or to the establishment or enforcement of a support order. After 60 days, you may request CSE to reinstate your services if changed circumstances could lead to the establishment of paternity, establishment of a support order, or the enforcement of a support order.

### TAX REFUND OFFSET

1. CSE may submit your case for federal and/or state tax refund offset. With this method of collecting child support arrears, the noncustodial parent's tax refund is intercepted and applied to arrears.
2. Conditions for submittal for tax refund offset are as follows:
  - a. You must be a Non-TANF applicant pursuant to Section 454(6), Title IV of the Social Security Act, and you cannot obtain only tax refund offset services.
  - b. There must be a valid court or administrative order for child support.
  - c. The noncustodial parent must have child support arrears of at least \$500 that are owed for a child who is still a minor as of December 31 of the submittal year.
  - d. The noncustodial parent's social security number has been verified.
  - e. You may need to provide CSE with a copy of the order and any modifications. In cases with arrears from a time period prior to application for CSE services, you must provide a certified copy of the support payment record or a signed affidavit before these arrears can be submitted for offset.

3. There is no guarantee that monies will be collected on your behalf.
4. If a collection is made on your behalf, CSE has the authority to hold the refund, if it involves a joint return, for up to six months before sending the collection to you.
5. If you have received public assistance in the past and any states have submitted a debt for federal tax refund offset, the State's debt will be satisfied first.
6. Other federal agencies submitting debts will also be satisfied first.
7. You are personally liable for the repayment of any monies received by you that were an overpayment, including any amounts that may be returned to the noncustodial parent due to the filing of an amended return by the noncustodial parent's spouse. The amended return may be filed as much as six years later.

### **ACCOUNTING PROCEDURES**

1. CSE will endorse checks, money orders, and drafts received for you in payment of support. This is necessary to allow the office to process payments.
2. When money is collected for child support, CSE will determine where the money should be applied according to federal and state distribution requirements.

Example: Payments are usually applied to current child and medical support first. However, money sent to us from a federal tax refund offset cannot be applied to current support. Tax refunds may only be applied to arrears that were certified (reported) to the IRS.

3. When the noncustodial parent, an employer, the Secretary of the Treasury, the State Tax Commission, etc., sends a support payment to CSE, CSE will send the appropriate amount to you. This is an "advance" of funds pending the actual processing of the support payment. If the office is unable to process the support payment for any reason, you must repay CSE.

Example A: If the noncustodial parent's support check is written on insufficient funds (bounces) and efforts to get the noncustodial parent to make the check good fail, you must repay the amount of the advance to CSE.

Example B: If the Internal Revenue Service takes back the amount of the federal tax refund offset, you must repay the amount of the advance to CSE.

**To facilitate this repayment process, you may authorize CSE to withhold a reasonable amount from future support payments as repayment. This authorization may be given as part of the application process but it is not a requirement in order to receive services from CSE. If you do not give authorization as part of the application process and repayment becomes necessary, CSE will attempt to set up a repayment plan with you or seek repayment through the courts if necessary.**

### **COSTS AND FEES**

1. If, in a paternity case, you name someone as the father and this individual is later excluded by genetic tests, you may be required to pay the cost of the genetic tests.
2. If you request your case be referred to the Secretary of the Treasury for full enforcement services by the IRS and CSE approves this request, you must pay \$122.50, which is the fee charged by the IRS for this service.
3. You may be required to pay additional court costs.
4. CSE reserves the right to charge additional fees; however, you will receive notification at least thirty days prior to implementation of any new fee schedule or collection of any fee for future services.

## PARENT'S RESPONSIBILITIES

1. If you receive your child support payment directly from the noncustodial parent it is your responsibility to report the money to CSE immediately. All child support payments must be reported to CSE. It is necessary to report these payments to CSE for proper accounting and recording and to enable CSE to claim federal funding for the costs of the service.
2. CSE is most effective when you work with them to enforce child support orders. You may assist CSE by:
  - a. Providing certified copies of your support orders. This is usually a decree of divorce, but could be another type of order such as a paternity order, juvenile court order, separate maintenance order, or an order modifying child support or spousal support obligations.
  - b. Completing and returning, as quickly as possible, all forms, requests for information, or data requested by CSE.
  - c. Informing any agent or lawyer, whom you retain to assist in other domestic matters, that you have given CSE authority to collect your child and spousal support.
  - d. Notifying CSE if you, either personally or through a private attorney, filed any pleadings to establish or modify a support obligation or to recover support due.
  - e. Promptly furnishing any changes in your address or in the noncustodial parent's address.
  - f. Refraining from personally contacting the noncustodial parent's employer.
  - g. Calling for an appointment if you wish to see your child support worker.

## USE AND DISCLOSURE OF INFORMATION

1. Information you provide CSE may be disclosed to, and used by, public officials who require such information in connection with their official duties.
2. Information you provide CSE will be used for purposes directly connected with the administration of CSE. This may include the use and disclosure of social security numbers, of you and your child(ren), for various purposes such as locating the noncustodial parent, cataloging the case files, submitting cases for tax refund offset and securing health insurance coverage for child(ren). Social security numbers may be disclosed to the noncustodial parent or noncustodial parent's health insurance company in order to enroll the child(ren) in medical insurance.
3. CSE will follow all federal and state confidentiality requirements, in regard to safeguarding of information.

If you have any questions regarding this information, please contact your local Regional Child Support Enforcement Unit listed below:

**Bismarck RCSEU**  
514 E Thayer Avenue  
Bismarck, ND 58501  
(701) 222-6721  
TTY: (701) 222-6726

**Dickinson RCSEU**  
135 Sims Street #202  
Dickinson, ND 58601  
(701) 227-7424  
TTY: (701) 264-7675

**Grand Forks RCSEU**  
151 S Fourth Street #N101  
Grand Forks, ND 58201  
(701) 787-8575

**Minot RCSEU**  
123 First Street SW  
Minot, ND 58701  
(701) 857-7696  
TTY: (701) 857-6499

**Devils Lake RCSEU**  
206 Fifth Street  
Devils Lake, ND 58301  
(701) 662-5374  
TTY: (701) 662-7088

**Fargo RCSEU**  
211 S Ninth Street  
Fargo, ND 58102  
(701) 241-5640  
TTY: (701) 239-6784

**Jamestown RCSEU**  
804 13th Street NE  
Jamestown, ND 58401  
(701) 252-7394

**Williston RCSEU**  
205 E Broadway  
Williston, ND 58801  
(701) 577-4560  
TTY: (701) 572-1720

The Department of Human Services makes available all services and assistance without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance. The Department of Human Services makes its programs accessible to persons with disabilities. Persons needing accommodation or who have questions or complaints regarding the provision of services should contact their local Child Support Enforcement Unit or the State Child Support Enforcement Division at (701) 328-3582 or toll free in ND: 1-800-755-8530; TTY: 1-800-366-6889.